



New Jersey Department of Children and Families Policy Manual

Manual:	OOE	Office of Education	Effective Date: 7-1-1987 rev. 6-9- 2008
Volume:	I	Office of Education	
Chapter:	A	Office of Education	
Subchapter:	1	Office of Education	Revised:
Issuance:	13	Contracted Related Services (Regional Schools)	

SUBJECT: Contracted Related Services in Department of Children and Families (DCF) Regional Schools

EFFECTIVE DATE: July, 1987

REVISED: June 9, 2008

A. OBJECTIVE

To ensure related services contracts are developed, implemented and monitored in Department of Children and Families (DCF) Regional Schools in accordance with applicable State regulations, policies and procedures.

B. STANDARD

Educational related services shall be provided to students with disabilities in DCF Regional Schools by appropriately certified and/or licensed professionals, as specified in the student's Individualized Education Program (IEP) and according to N.J.A.C. 6A:14, "Special Education."

C. PROCEDURES

1. The Fiscal unit at the DCF Office of Education (OOE) shall secure all needed educational related services through the established Request for Proposals (RFP) process.
2. After the RFP process is finalized and the funding is awarded, the Fiscal unit at the OOE shall maintain the RFPs and related forms and shall develop and implement the related services contracts pursuant to the State's approved policies and procedures.

3. The Education Supervisor (ES) at each DCF education program shall monitor the contracted related service providers and the service delivery in accordance with the provisions of the Annex A and the requirements of N.J.A.C. 6A:14.
 - a. The ES shall establish the schedule of related services therapies on a weekly basis to meet the requirements stated in the students' Individualized Education Programs (IEPs).
 - b. The ES shall monitor the delivery of the related services against the level of service described in the students' IEP's.
 - c. The ES shall ensure that the related service providers enter and maintain their therapy hours in the electronic database system.
 - d. The ES shall verify the delivery of the related services by reviewing the electronic database system and by periodically observing the related service providers.
4. Each ES or designee shall forward an entire month's time sheet for each therapist, within three business days after the end of each month, to the Fiscal Unit in the OOE. This report shall reflect the services provided on a weekly basis.
 - a. Each therapist's time sheet shall be signed by the ES or designee verifying that the hours reported by the contractor are accurate.
 - b. The contractor shall forward the agency's time sheet attached to a payment voucher to the Fiscal Unit, OOE for processing of payment.
5. Upon receipt of the payment voucher and time sheet, the Fiscal Unit in the OOE shall verify that the hours reported are within the limits of the approved contract. When a discrepancy exists or when the actual level of service differs from the contracted level of service, a change in the payment limit may be made.
6. During the contract term, if the performance of the related services providers differs from the provisions in the contract, the OOE may make a contract modification or pursue default options.

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